December 2019 STAAR Material Returns

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial–in information:

    - In the *Meeting Information* icon at the top–left of the screen

    - In your registration email (messenger@webex.com)

- Dialing in for audio is recommended for best sound quality.

- All attendees' lines have been muted due to the high number of participants.

- For questions or comments, use the "Q&A" function.

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Objectives

Today's session will cover the following topics:

- Online Answer Document Packing List (ADPL)

- Completing the Paper Administration Process

- Scorable and Nonscorable Materials

- Identification Sheets

- Packing and Returning Materials

- Packing Errors

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Online Answer Document Packing List (ADPL)

Online Answer Document Packing List (ADPL)

- All Answer Document Packing Lists (ADPLs) must be submitted online in the Assessment Management System.

- The ADPL feature in the STAAR Assessment Management System allows districts and campuses to enter and submit counts of answer documents being returned to ETS for scoring.

    - District users can view, update, and verify information for all campuses in the district.

    - Campus testing coordinators can view and update counts for only the campus to which they have access.

- Voided answer documents or counts of students that tested online should not be included in the ADPL counts.

Scorable Materials Return and the ADPL

Texas Student Assessment Program — CALENDAR OF EVENTS 2019–2020

- Scorable materials must be collected and returned by the "Districts submit all scorable materials and verify ADPL" date specified on the [Calendar of Events](#).

  - The ADPL must be completed in the Assessment Management System by 11:59 p.m. C.T. on this date.

Navigation

- *Orders > ADPL*

    - Select a test administration and organization.

    - Click **View ADPL.**

Campus Testing Coordinator Screens

- From the Campus Testing Coordinator ADPL screen:

    - Only the selected campus is visible.

    - Only subjects for the selected administration is displayed.

    - ***Add alternate/home campus*** will allow campus testing coordinators to enter counts for students testing at their campus from another "home" campus.

    - Click ***Update*** to save data entered.

    - ***Submit*** sends completed counts to the district testing coordinator for review.

    - A CSV file is available for download with counts entered online.

Campus Testing Coordinator Screens

Add Out-of-District (OOD) or Out-of School (OOS) Campus

- Entering counts for an alternate campus:

  - Click **Add alternate/home campus**.

  - Begin typing the name or CDC code in the *Home Campus* field.

  - Enter counts and click **Add alternate/home campus(es)**.

  - Enter counts only for students who are testing at the campus and have answer documents to return for processing.

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District Testing Coordinator Screens

- The District Testing Coordinator ADPL screen will include:

  - A list of all campuses within the district for which precoded answer documents were generated

  - Subjects for the selected administration only

- District users can select **Update**, **Submit**, or **Verify**.

- The deadline for submission is the "District ship all scorable materials" date on the Calendar of Events at 11:59 p.m. C.T.

- Once counts have been verified, only a district-level user may "un-verify" counts prior to the ADPL deadline.

- A CSV file is available for download with counts entered online.

District Testing Coordinator Screens

Update and Submit

- *Update* allows users to save entries and return later to edit.

- *Update* indicator is a green check with a dotted circle.

- *Submit* is used to indicate that entries are complete and no further updates are needed.

- *Submit* indicator is a white check in a green circle.

- *Un-Submit* is available only after submission and can be used to make changes prior to verification by the district testing coordinator.

Confirmation: Counts Updated ✕

The ADPL counts were successfully updated. You have until CDT to make additional edits.

Close

Confirm Submit ✕

No changes can be made once you submit. If you have more work to do on your numbers, select Cancel and then Update. If you submit your changes and learn changes need to be made to your counts, contact your DTC.
Are you sure you want to submit these updates?

Cancel   Submit

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Verify

- *Verify* is only available to district testing coordinators and is used to lock final district counts.

  - The district testing coordinator can *Un-verify* counts and make changes until the ADPL window is closed.

Update ADPL Counts via File Upload

Follow these steps to upload ADPL counts.

- Make selections from the *District* and *Test Admin* dropdown lists.

- Click the **Download Counts CSV** button to obtain a CSV file containing all current ADPL counts. This file may be updated and used as the upload file.

- Enter or update ADPL data following the file specifications outlined in Appendix D | ADPL Upload Requirements.

- Save the completed file as a CSV file.

- Click the *Browse* button to locate and select the file.

- Click the *Upload* button.

Update ADPL Counts via File Upload

- *Orders > ADPL*

  - Select a test administration and organization.

  - Click **View ADPL.**

  - Select the *Upload* tab.

Update ADPL Counts via File Upload

- *Orders > ADPL > Upload*

  - Select a test administration.

  - Click *Download Spreadsheet Template*.

ADPL Download

- Initial download lists all campuses that received precoded answer documents.

- The first 9 columns are pre-populated with the list of campuses that received precoded answer documents.

- "ADPL Status" messages

  - NOT_UPDATED

  - UPDATED

  - SUBMITTED

- "Verification Status" messages

  - NOT_VERIFIED

  - VERIFIED

ADPL Upload

- Download csv file.

- All campuses that received precoded answer documents are listed.

- Counts should be entered under the "Counts" column.

- Updates to "ADPL Status" and "Verification Status" columns are not required.

- Districts can add unlisted campuses as additional rows.

    - Use the same format as the prefilled entries.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Test Admin	Testing District Name	Testing District Code	Testing Campus Name	Testing Campus Code	Home Campus Name	Home Campus Code	Grade	Subject	Counts	ADPL Status	Verification Status
2	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	A1	64	SUBMITTED	VERIFIED
3	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	BI	52	SUBMITTED	VERIFIED
4	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	E1	179	SUBMITTED	VERIFIED
5	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	E2	125	SUBMITTED	VERIFIED
6	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	US	15	SUBMITTED	VERIFIED
7	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	A1	48	SUBMITTED	VERIFIED
8	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	BI	55	SUBMITTED	VERIFIED
9	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	E1	177	SUBMITTED	VERIFIED
10	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	E2	168	SUBMITTED	VERIFIED
11	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	US	17	SUBMITTED	VERIFIED
12	EOC122018R	El Paso ISD	71902000	Bowie High School	71902003	Bowie High School	71902003	EOC	A1	45	SUBMITTED	VERIFIED
13	EOC122018R	El Paso ISD	71902000	Bowie High School	71902003	Bowie High School	71902003	EOC	BI	61	SUBMITTED	VERIFIED

ADPL Upload

- Uploaded data will replace all existing data.

- Blanks will overwrite any values that may have been previously added in the system.

- Rows that are validated will be uploaded; rows that fail will receive an error message with details.

- Spreadsheet must be saved as a .csv file for upload.

Upload file		Result in TOMS	
ADPL status	Verification status	ADPL status	Verification status
<blank>	<blank>	Updated	Not_Verified
Submitted	<blank>	Submitted	Not_Verified
<blank>	Verified	Submitted	Verified
Submitted	Verified	Submitted	Verified

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View Scanned Counts

- *Orders > View ADPL Scans*

- Districts will be able to view the scanned counts for each of their campuses once ETS begins scanning scorable materials.

  - OOD and OOS scanned counts will be displayed in a separate column.

Completing the Paper Administration Process

Prior to returning materials, test administrators must:

- Verify no answer documents were left inside test booklets

- Review students' identification information

- Transcribe student information as needed, using a No. 2 pencil

    - General transcribing procedures are found here.

- Account for all test booklets and answer documents

Completing the Paper Administration Process

Test administrators must return the following materials to the campus testing coordinator:

- Answer documents to be scored or scanned

- Voided answer documents

- Unused answer documents

- Used and unused test booklets

- Typed or tape-recorded materials and hand-written responses on scratch paper

- All seating charts with start and stop times

Completing the Paper Administration Process

Campus testing coordinators should:

- Ensure that all materials have been returned by all test administrators at the campus

- Count materials and complete Class ID Sheets and/or Campus and Group ID Sheets

- Complete the online answer document packing list (ADPL) with all counts from the campus

- Submit counts online and follow the district process for returning materials to the district testing coordinator

Scorable and Nonscorable Materials

Scorable Materials

- Scorable materials include the following:

  - All documents that require scanning

  - All precoded answer documents (including voided)

  - Non-precoded answer documents with **ANY** gridding or marking (including voided)

  - Transcribed and signed answer documents

- Every answer document with any score code gridded must be returned for scoring.

- All answer documents listed above will be scanned, and if appropriate, results will be provided.

Nonscorable Materials

- Nonscorable materials include the following:

  - All test booklets

  - Unused/blank answer documents (no gridding or marking)

- Contaminated test booklets should be destroyed by districts but reported to ETS.

- Please check test booklets for possible answer documents that could be left inside!

Nonscorable Materials

- Nonscorable and unused materials are returned separately from scorables as noted on the Calendar of Events.

- Scratch paper, graph paper, or reference materials that students wrote on must be destroyed after testing.

- Test booklets are secure materials and must be returned.

- Test booklets do not need to be in numerical order.

- Seating charts must be retained locally for five years.

- When recording box counts, scorable and nonscorable materials should not be combined.

Identification Sheets

Identification Sheets

- Identification sheets are used to identify scorable documents returned for processing.

- Three types of identification sheets

    - Class Identification (ID) Sheet

    - Campus and Group ID Sheet

    - Voided Answer Document ID Sheet

- Scorable materials must be returned beneath the appropriate ID sheets.

Class ID Sheet

- Used to sort and count answer documents for reporting purposes

- Can be used to organize reports by test administrator, teacher, counselor, etc.

- Instructions on the reverse side

Class ID Sheet

- Do **NOT** secure stack with a gummed paper band.

Teacher A   Teacher B   Teacher C

Materials by Class   ❶ Class Identification Sheet
   ❷ Answer Documents
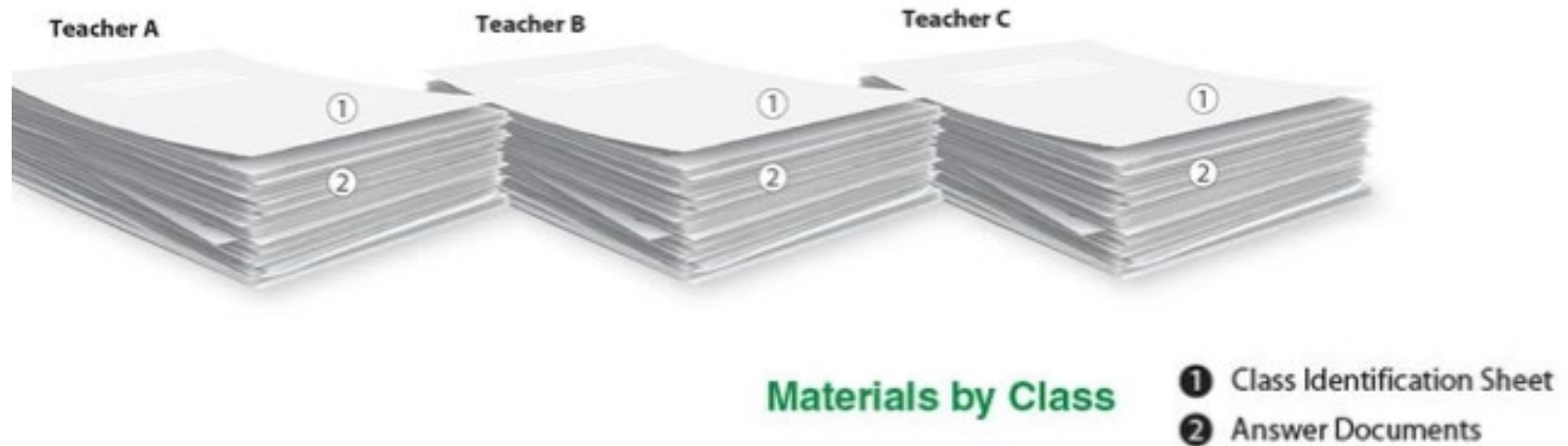
Campus and Group ID Sheet

- Complete for each subject test at each campus.

- Reports and labels will be generated for all documents under each sheet.

- Do not include voided answer documents under a Campus and Group ID Sheet.

Campus and Group ID Sheet

- Secure stack with a gummed paper band.

1 STAAR Campus and Group ID Sheet
2 STAAR Class ID Sheet—Teacher A Answer Documents
3 STAAR Class ID Sheet—Teacher B Answer Documents
4 STAAR Class ID Sheet—Teacher C Answer Documents
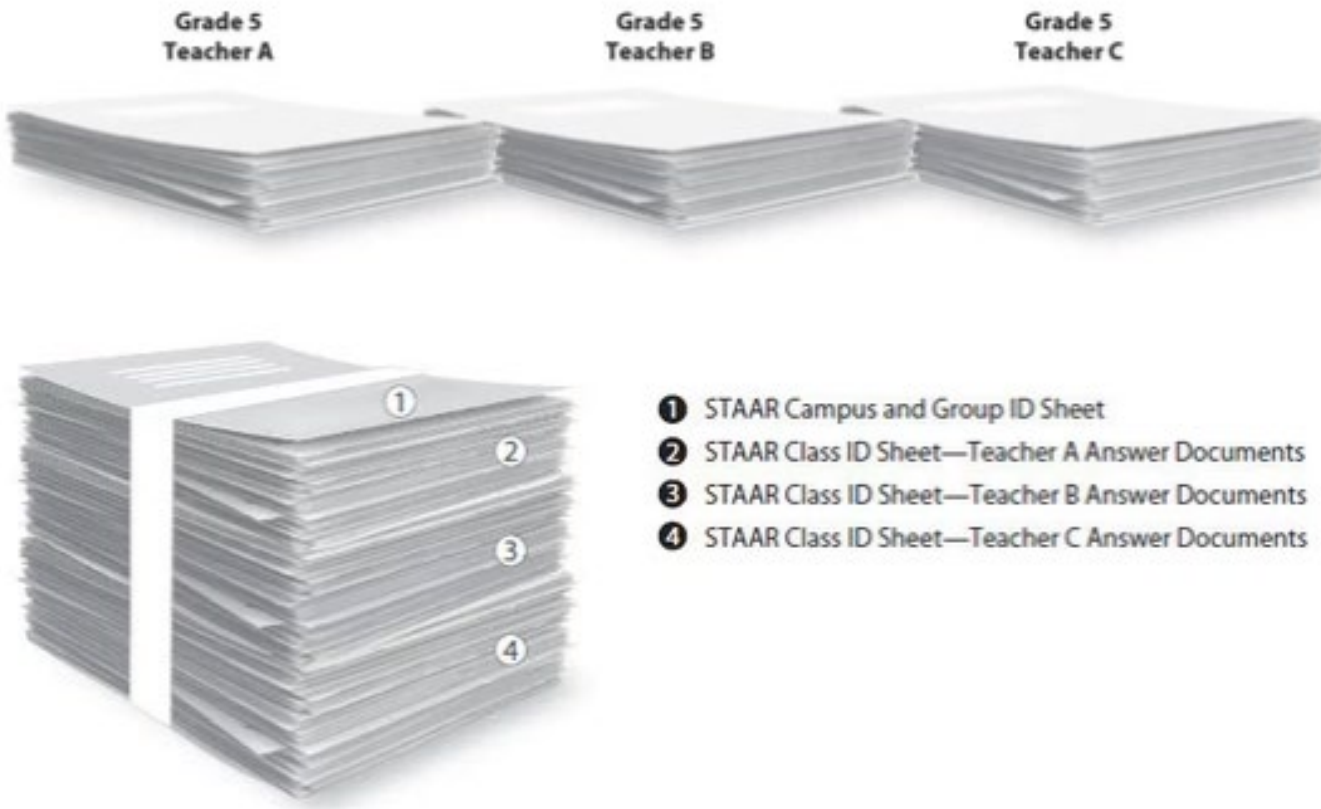
Voided Answer Document ID Sheet

- Separate voided answer documents from those to be scored.

  - Mark "VOID" in large, bold letters on the front of the answer document.

  - Avoid marking any barcoded regions on the answer document.

- Void unused precoded answer documents.

- Face all answer documents the same direction.

- Stack multi-page answer documents on top of single-page answer documents.

Voided Answer Document ID Sheet

- Secure stack with a gummed paper band.

1. Voided Answer Document ID Sheet
2. Voided Answer Documents
3. Paper Band

Packing and Returning Materials

Packing Materials for Return

- Complete the online ADPL prior to packing materials into return boxes.

- Combine the stacks.

    - Voids should be on the bottom of a campus stack.

Sample Packing Order for an Elementary School's STAAR Scorable Materials

1 STAAR Campus and Group ID Sheet
- ❑ STAAR Class ID Sheet
- ❑ STAAR Grade 3 answer documents

2 STAAR Campus and Group ID Sheet
- ❑ STAAR Class ID Sheet
- ❑ STAAR Grade 4 answer documents

3 STAAR Campus and Group ID Sheet
- ❑ STAAR Class ID Sheet
- ❑ STAAR Grade 5 answer documents — Teacher A
- ❑ STAAR Class ID Sheet
- ❑ STAAR Grade 5 answer documents — Teacher B
- ❑ STAAR Class ID Sheet
- ❑ STAAR Grade 5 answer documents — Teacher C

4 STAAR Voided Answer Document ID Sheet
- ❑ STAAR voided Grades 3–5 answer documents

START PACKING HERE

Reminders

- Return scorable materials in white boxes; do not use brown boxes.

- Sort answer documents by campus and each campus by subject.

- Do **NOT** combine administrations.

- Place voided answer documents at the bottom of the return box.

- Be sure to mark "VOID" on voided answer documents, avoiding barcoded regions.

- Clearly mark the total box count on shipping labels.

Shipping Labels

- Scorable return labels are green; nonscorable return labels are color coded by administration.
  - Blue: end-of-course (EOC)
  - Yellow (nonscorable): grades 4 and 7; and grades 3–8
  - Red: grades 5 and 8 mathematics and reading; and grades 5 and 8 mathematics and reading retest

Returning Paper Test Materials

- After test materials are counted, labeled, and packed:

    - Call for UPS pick up (1-800-PICK-UPS).

    - For freight shipments, the carrier XPO Logistics will contact districts to schedule pick-up times.

Packing Errors

Packing Errors

- Do not place answer documents needing to be scored under a void header.
    - Example 1
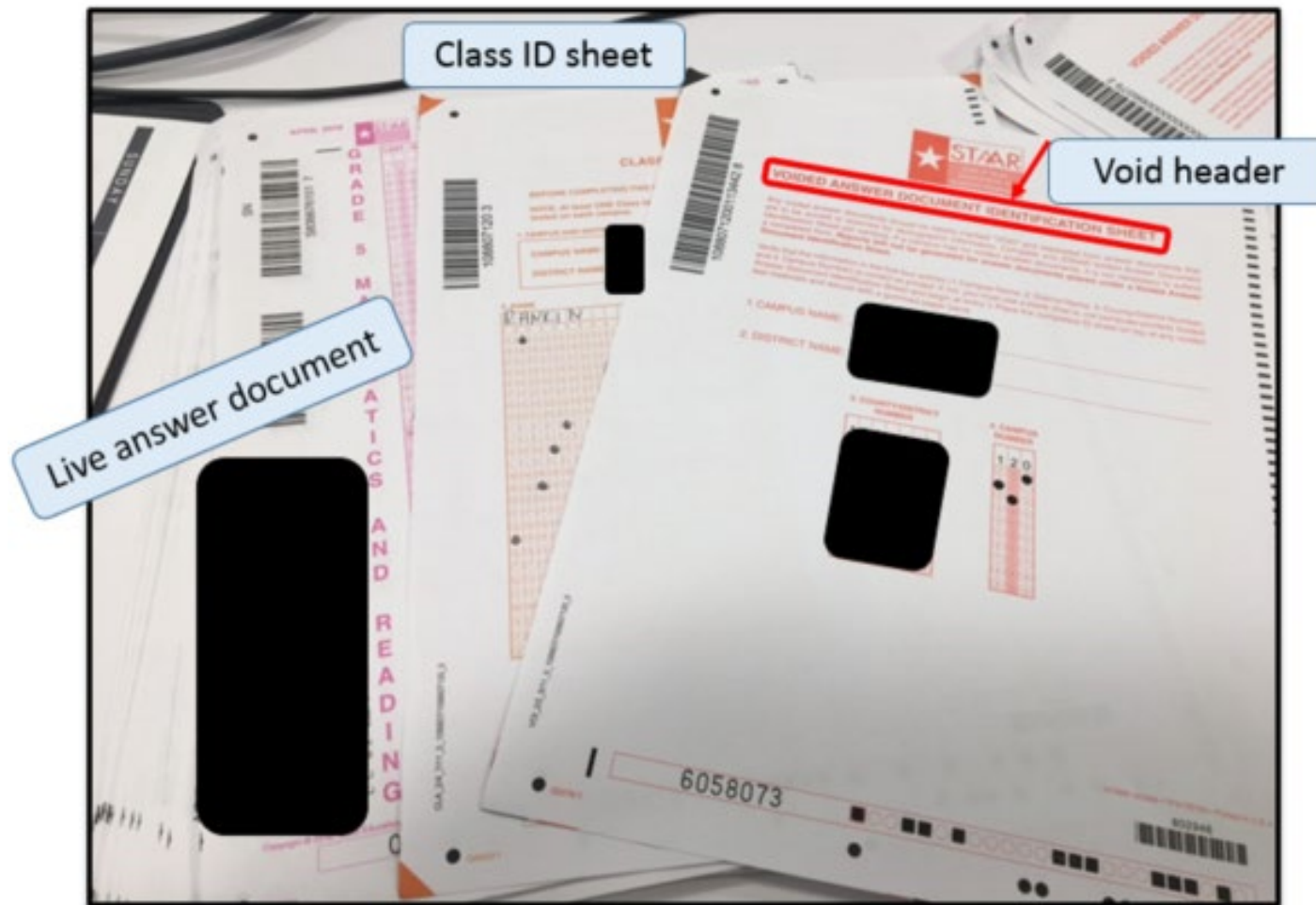
Packing Errors

- Do not place answer documents needing to be scored under a void header.
  - Example 2

True voids

Live answer documents

All answer documents were placed under void header (no campus header)

Packing Errors

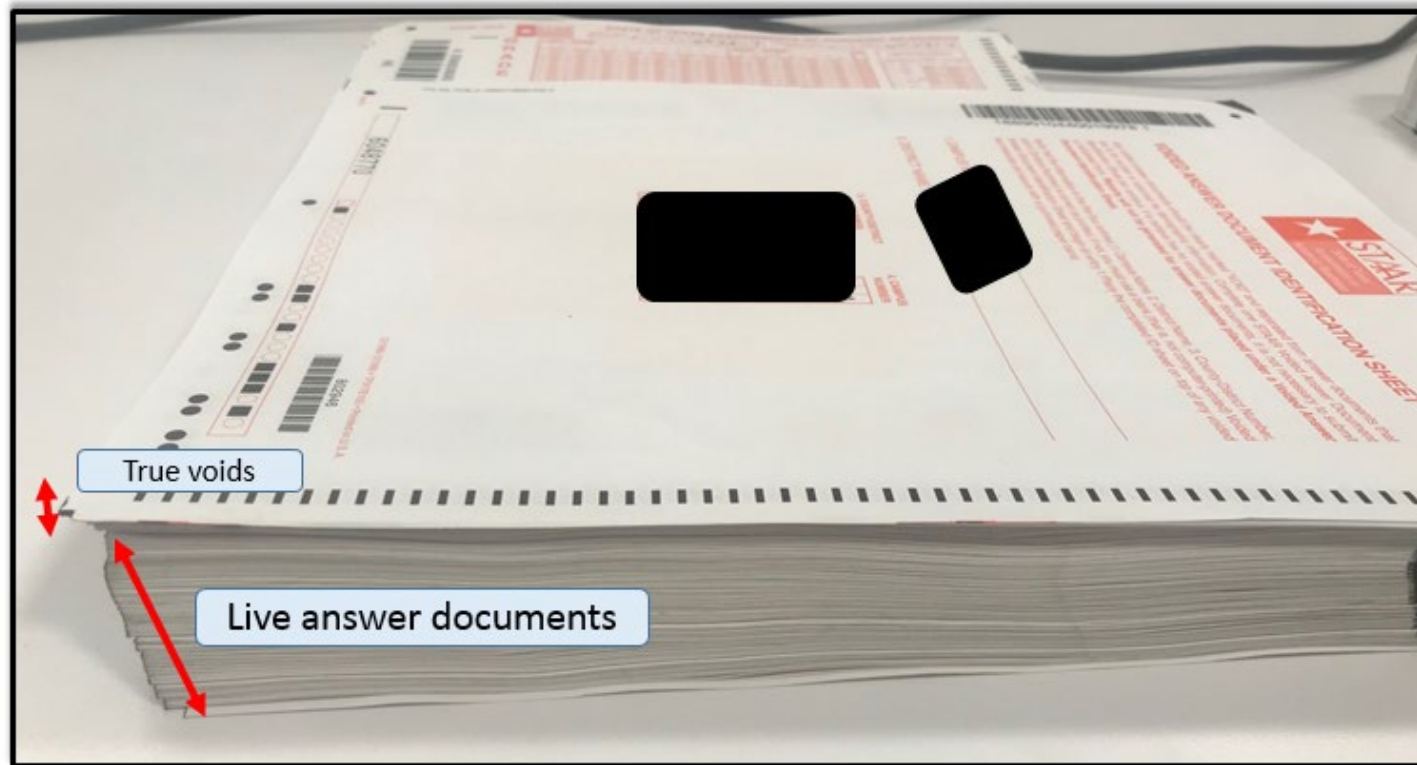- Be sure the correct label is used for the materials being returned.

Packing Errors

- Answer documents for students who did not receive a precoded answer document and are testing on paper must be hand-gridded.

- Be sure to include the student's first and last name, PEIMS ID, and date-of-birth.

Packing Errors

- Do not make any markings on the track marks or barcoded regions.

In order to process, all marks must be erased.

Packing Errors
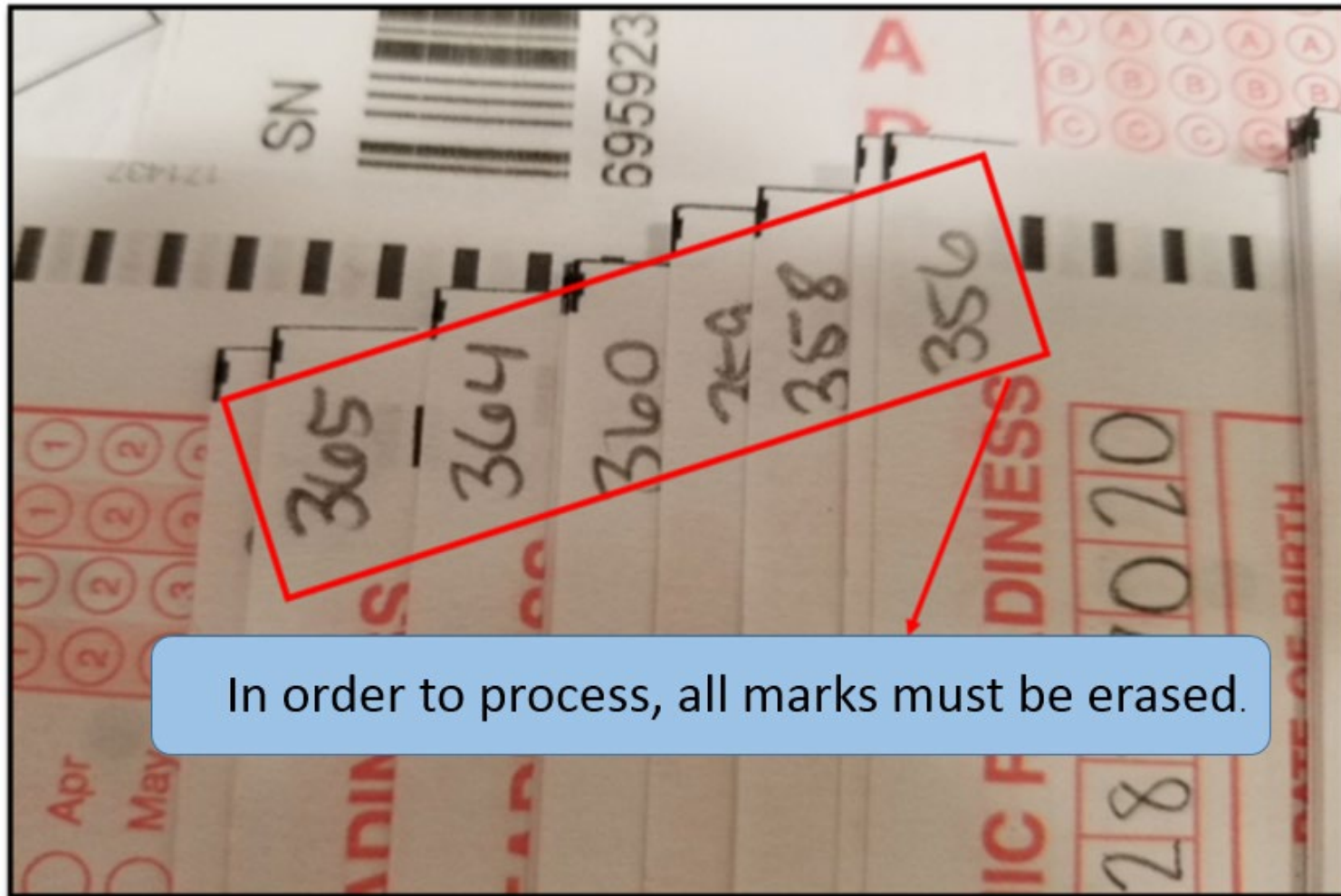
- Be sure to double check information.

This ID sheet needs to be replaced due to an invalid code.

Questions

Questions?

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Upcoming Trainings

Trainings

- Preparing for the Release of the December 2019 Scores
  - January 9, 2020
  - Register here

- Registration for New DTCs
  - January 14, 2020
  - Register here

- Winter Activities for Upcoming STAAR Administrations
  - January 21, 2020
  - Register here

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Customer Support

- Texas Assessment Support Center

- Monday–Friday

- 8:00 a.m.–5:00 p.m. (CT)

- 855-333-7770

- STAAREOC@ets.org or STAAR3-8@ets.org

- Chat and co-browsing available via the chat link in the Help Documentation tab in the STAAR Assessment Management System